

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

September 10, 2003

Prepared by: Merrin Bueto
Draft Date: September 26, 2003

Members Present

Judy Yee
Joe Guerrero
Russell Grace
Debbie Sanchez
Merrin Bueto
Charles Ross
Nimal Diunugala
Teresa Medeiros

Guests Present

Gayle Yost
Salvador Alatorre
Theresa Shelton
Bill Valdez
Vickie Stoutingburg-Alewine

Members Absent

Tony Dickerson
Ivonne Guzman-Cicero

The meeting was called to order at 9:41 a.m. by Teresa Medeiros, Vice Chairperson. It was held via videoconference between the Cal/EPA Headquarters Building Conference Room 710 located in Sacramento and ARB El Monte offices, Conference Room 111, A&B in Annex 2.

APPROVAL OF PREVIOUS MINUTES

The July 9, 2003 meeting minutes were approved and will be posted to the webpage. Approval of the August 13, 2003 meeting minutes is being deferred until the next meeting. The El Monte members did not receive a copy of the draft meeting minutes due to problems with the email system. Debbie Sanchez will re-send.

DISABILITY ADVISORY COMMITTEE REPORT

Debbie Sanchez reported that the Cal/EPA Disability Advisory Committee (DAC) did not have any new information about the disability awareness event for Sacramento, but that the event will continue as planned. In El Monte, the date for the event has been narrowed down to the last week of October. In addition, Theresa Shelton is preparing an employee survey to determine what employees want out of the event. Gayle Yost requested that the survey be sent through her before being sent to the employees. Charles Ross has been in contact with several potential guests for the event, but is holding off on making any commitments until the date for the event has been set. Gayle Yost requested that the lists of potential guests be sent to her, so that she is aware of any invited guests that may attend.

CONTINUING (OLD) BUSINESS

Resume Writing & Interviewing Workshop

Joe Guerrero and Gayle Yost have not heard anything from Jim Catania or Mike Scheible in regards to presenting a resume workshop for the ARB employees.

Several of the members feel strongly that the committee should continue to pursue this, and use the resources available through the Employment Development Department (EDD). Gayle Yost indicated that classes are being offered, and are discussed on the Inside ARB Intranet page under the "Personnel Reductions" link. Gayle Yost will approach Jim Catania to let him know that the committee is still interested in offering this class to the ARB employees.

Workshop on "Coping with Downsizing and Job Loss"

The EAP workshop "Coping with Downsizing and Job loss" held in both Sacramento and El Monte during the month of August 2003 was very successful. There were 65 employees from Sacramento in attendance and 28 employees from El Monte.

NEW BUSINESS/OPEN AGENDA ITEMS

Employee Survey

There is no new information on the employee survey at this time. The subcommittee, Joe Guerrero, Charles Ross, and Tony Dickerson, have not met on this issue.

Guidelines for Minute Taking

Discussions during the past two meetings have raised many issues about the guidelines for minute taking that were adopted by the EEOAC on April 7, 1999, and subsequently revised on March 13, 2002. One of the main concerns members raised was about the number of edited drafts being distributed via email. The second concern was the amount of time it takes to finalize meeting minutes. In order to improve the process, in which the meeting minutes are distributed and finalized, the EEOAC approved the following changes to item III. of the "Procedures Guide for Taking and Preparing EEOAC Meeting Minutes:" Note: Additions are shown in **BOLD**; deletions are shown in ~~strikeout~~.

III. PROCEDURES FOR COLLECTING AND INCORPORATING COMMENTS

- A. Member takes minutes at the meeting
- B. Prepare draft minutes and distribute electronically within 10 **calendar** days of the meeting to all EEOAC members.
- C. Members should review the draft minutes and make any necessary corrections or comments and return comments **only** to the person who prepared the draft, either electronically, fax or inter-office mail within ~~40~~ **14 calendar** days.
- D. **Fourteen calendar** ~~Ten~~ days following the distribution of each draft, it can be assumed that no other comments or changes will be submitted. ~~It is the responsibility of each member to notify the preparer of the minutes, a "no comments, "no changes," etc. could help expedite this process.~~

1. Incorporate changes and comments received into the draft minutes and note the names of members who commented on those minutes, for review at the next meeting.
2. Change the draft date to the current date.
3. **It is the responsibility of each member to notify the preparer of the minutes whether or not they have comments.**
34. Redistribute the minutes to the committee members.

Gayle Yost will have the updated procedures posted to the webpage.

Another concern addressed was the distribution of meeting minutes to EEOAC members who are often in the field and unable to receive email notification. It was suggested that those who are anticipating to be out of the office during the time the meeting minutes are due for distribution provide a “vacation” message, with a optional person to contact, if appropriate. EEOAC members should anticipate receiving draft meeting minutes for comment within 10 calendar days of the meeting.

It was also reiterated that only specific conclusions and critical points are to be included in the meeting minutes. Issues that are brought before the EEOAC, but are not appropriate for EEOAC discussion, will not be included in the meeting minutes.

Revision of the EEOAC Handbook

Merrin Bueto, Joe Guerrero, Charles Ross, and Nimal Diunugala volunteered to form a subcommittee to revise the EEOAC Handbook. Merrin will head the subcommittee. The subcommittee will meet before the October 8, 2003 meeting to develop a plan for the revision process. The subcommittee will solicit ideas from the other EEOAC members about the revision and then discuss them at the first meeting. The subcommittee will report back to the EEOAC on its plans for revision at the October 8, 2003 meeting.

State Personnel Board Listing of EEO Officers

Nimal Diunugala brought it to the attention of Gayle Yost, EEO Officer, that the State Personnel Board website at <http://www.spb.ca.gov/civilrights/> incorrectly lists Debbie Sanchez as the ARB EEO Officer on the EEO Officer contact list. Gayle Yost stated she would look into it and have the name corrected.

- The next meeting will be October 8, 2003.

ADJOURN

The Vice Chairperson adjourned the meeting at 10:53 a.m.